

External - Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Business Standards

Bureau: Building Codes

Date Posted: 06/03/2008

Job Category: Business and Financial Operations

**Position
Number:** 66205089

Position Title: PROGRAM MANAGER

Location: HELENA

Job Status: Full Time Permanent

Salary: \$39,543.00 to \$52,722.00

Salary Unit: Year

Additional Salary Info: Applicants' qualifications will be assessed based on minimum qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

Shift: Daytime

Band: 6

Closing Date: 06/18/2008

**Supplement
Required:** Yes

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

For further information about DLI agency and job application materials see:
<http://dli.mt.gov/jobopenings/>.

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental

options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

Requires occasional travel (up to 1 – 2 times per month) throughout the state with overnight stays.

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

Duties:

This position has the authority and responsibility to make policies, procedures and final decisions regarding the management of the Building Codes Bureau's Building Standards Program. Supervises 51 FTE with 45 professional FTE's as architects and building inspectors in the fields of electrical, mechanical and plumbing; and 6 technical positions in licensing and customer service assistant. Work includes responsibility for the administration, supervision, direction and coordination of all process for determining lawful compliance with the adopted building codes of the State of Montana, including, but not limited to, the management of highly specialized or diverse professional work units; advanced management issues and applications; broad range of management activities including regular organizational and/or operational changes, major policy decisions and crucial interpretations of conflicting federal, state and other laws, rules and codes. Is the spokesperson for the bureau to external customers, local government officials, industry organizations and members of the legislature.

Competencies:

Requires knowledge of the State's building codes, statutes, rules, policies and procedures, as well as numerous uniform codes and ability to interpret the same; principles and practices of effective bureau management including devising and evaluating concepts for approaches to new applications, devices or broad policies, developing the selection process, determining need for discipline, performance appraisal and evaluation, mentoring and development of personnel, on-the-job training, recommending corrective actions and reviewing work for compliance to establish standards, goals or procedures; building design, engineering and construction practice and methods as well as inspection and compliance techniques and the ability to apply this knowledge to a wide range of difficult and complex problems related to building and life safety requirements; inspection and enforcement procedures; and state government, legislative process, administrative rule process, and code adoptions and development processes.

Must have skills and ability in oral and written communication and public relations; use of personal computers and complex software for the State codes; conducting training, mentoring and personnel development sessions; negotiation and persuasion; and interpretation of complex and often conflicting laws, rules, and codes and ability to properly interpret and apply to problem-solve matters.

Must have the ability to communicate effectively; assign work and supervise the activities; establish and maintain effective working relationships; read and interpret plans and specifications and possess and understanding of construction, engineering and architectural terminology; plan and schedule to meet deadlines and priorities; effectively and productively carry out goals and objective of the Department and Division; and

understand, develop and monitor fiscal budgets.

Must have behavior skills in Customer Focus, Ethics in the Workplace, Continuous Improvement, Individual Growth, Individual Responsibility, and Judgment.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

The above competencies are typically acquired through a combination of education and experience equivalent to a bachelor in engineering or architecture, with emphasis or significant course-work in the area of structure or building design and two years of progressively responsible professional experience in related field, construction or code enforcement, and supervision.

The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications & Selection Process requirements:

1. SIGNED (typed signatures are considered) and COMPLETED State of Montana Employment Applications (PD 25).
2. Completed WRITTEN (typed) RESPONSE to Supplemental Questions.
3. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
4. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

*Application materials can be obtained from any Job Service office or downloaded from <http://dli.mt.gov> or <http://dli.mt.gov/jobopenings>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials.

***If Reasonable Accommodations are required, please notify Office of Human Resources (or Human Resource Officer) (406) 444-3710/4534 in advance.

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not

expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page. Your responses should be limited to one typewritten page per question. Any responses exceeding this limit will not be considered.

1. Please describe your experience managing a program. Be specific regarding the number and level of employees you have supervised and your actual responsibilities as a supervisor. Please provide names and telephone numbers of you supervisor.
2. Please describe your background in personnel management, including your approach to hiring, assessing, mentoring, and disciplining personnel. Please include your approach to identifying, documenting, and resolving conflicts between personnel.
3. Please describe your experience in working with external customers. Specifically include your skills and approach to developing critical business relationships, dealing with difficult situations, resolving complaints, and gaining support for policies and programs.
4. Please describe past work experience that has provided you with the necessary skills to fulfill the qualifications for this position.